

Jury System October/2003 Software Release Announcement

STATE COURT ADMINISTRATIVE OFFICE JUDICIAL INFORMATION SYSTEMS

27777 Franklin Rd. Suite 1300
Southfield, Michigan 48034
(248) 352-8990

**Michigan Hall of Justice
925 West Ottawa Street
Lansing, Michigan 48909**

Contact: Circuit Court Team, Lansing: (888) 339-1547, option 3 or ccselpdesk@courts.mi.gov

Release Highlights

- **Juror Reimbursement**

The Voucher process has been enhanced for the juror reimbursement legislation effective October 1, 2003. Legislation increases juror reimbursement from \$7.50 a half day to \$12.50 a half day for the first day and \$20.00 a half day for subsequent days of service. Please refer to the following SCAO website for general information about juror reimbursement: <http://courts.michigan.gov/scao/resources/other/fcawebcast.htm>. See the section entitled Fees, Costs, and Assessments - JURY FEES. Click on the book icon beside the title to access the webcast presentation.

- **Mileage Validation**

An optional mileage validation can be established based on a jurors zip code. If a jurors mileage is not within the valid range for their zip code, an error will occur.

- **Qualification Questionnaire and Personal History Questionnaire added**

The Qualification Questionnaire has been updated per legislative requirements which change the wording of the “felony” question. The Personal History Questionnaire can also be requested along with the Qualification Questionnaire.

See the following pages for the details of the above and other enhancements.

Work with Jurors

- Edit Juror screen
 - If round trip mileage is entered, mileage validation will occur. See Zip Codes on the Maintenance Menu below for more details.

Juror Selection Menu

- A bar code flag (Barcode Y/N) has been added to each print option that has the ability to print a bar code. If your printer has been properly setup for bar code printing, the value of the bar code flag should be Y. If the value of the bar code flag is N, but you want the bar code to print, either properly setup your printer for bar coding or override the N to Y. Note: If you request a bar code to print, your printer must be capable of printing a bar code and configured correctly. Please contact JIS if you need assistance with bar code printing.
- For each option that provides for label printing, the label option has been separated into Continuous Labels and Laser Labels options. The labels have remained the same: continuous labels – Avery 4065 4x15/16, and laser labels - Avery 5161 4x1.
- A label number field has been added to each option that provides for laser label printing. To use a partial sheet of labels, indicate the starting label number. The starting label number is determined by counting the empty labels from left to right, then top to bottom. For example, starting label number 12 will print on the label located in the sixth row and second column. Refer to the Laser Label graphic. →

| Laser Labels | |
|--------------|----|
| 1 | 2 |
| 3 | 4 |
| 5 | 6 |
| 7 | 8 |
| 9 | 10 |
| 11 | 12 |
| 13 | 14 |
| 15 | 16 |
| 17 | 18 |
| 19 | 20 |

Select Jurors from Jury List (option 1)

- To avoid confusion, the list of selected jurors will now print when performing this option instead of during the Questionnaire Mailing option. First, the Edit Listing (report of jury list selection activity) will print. Then the list of selected juror will print, if request.
- Protection has been added to prohibit jurors from being selected more than once. This is normally done once per year. If additional jurors must be selected, the system can be reset to allow it.

Questionnaire Mailing (option 2)

- To avoid confusion, the selected list of jurors will now print when performing the Select Jurors from Jury List option instead of this option.
- The SCAO Juror Qualification Questionnaire has been updated per legislative requirements to the 6/03 revision date. The wording of the “felony” question has been changed from “currently under sentence for a felony” to “Have you ever been convicted of a felony”.
- The SCAO Personal History Questionnaire may also be requested with the Qualification Questionnaire. Please note that the Personal History Questionnaire will print on a separate sheet of paper.
- The bar code flag has been added to each print option that has the ability to print a bar code.
- The label number field has been added to designate the starting label number for laser labels.

Summons Mailing (option 5)

- Multiple panels may be requested. Prompt on the panel field and select the desired panels.
- The bar code flag has been added to each print option that has the ability to print a bar code.

- The label number field has been added to designate the starting label number for laser labels.

Report Menu

Motion/Order to Show Cause (option 7)

- A Status field has been added to the top of the Order to Show Cause screen as an additional filter. If a status is entered, only jurors with that status will display. To generate a Show Cause for jurors that have not returned their questionnaire, enter QST in the status field, enter show cause information and press ENTER. Assuming all statuses have been updated since the questionnaires have returned, only QST jurors (jurors that have not returned their questionnaire) will display. Select the jurors using option 1 to generate the Show Cause form.
- Additional items have been added to the Show Cause screen to print on the form: Case #, lines 1, 2, 4 other, mailing date, clerk name, judge name and bar number. All items are optional. The Case # will print on both pages. The mailing date will print on the date line at the bottom of the first and second pages. The clerk name will print below the clerk signature line on the second page. The judge name will print below the judge signature line on the first page. The judge bar number will print at the end of the judge signature line.

Juror List Request (option 10)

- The SCAO Personal History Questionnaire option has been added.
- The bar code flag has been added to each print option that has the ability to print a bar code.
- The label number field has been added to designate the starting label number for laser labels.

Financial Menu

Voucher Process (option 1)

The Voucher process has been enhanced for the juror reimbursement legislation effective October 1, 2003. All voucher screens, forms, and reports have been changed to indicate the first day ½ days and subsequent day ½ days.

- The jury release procedure will change your existing per diem financial code from the current ½ day rate of \$7.50 to \$12.50 with an effective date of 10/01/2003. This code will be used for your first day rate. An additional per diem financial code of PD2 will be added with a ½ day rate of \$20.00 with an effective date of 10/01/2003. This code will be used for your second or subsequent day rate.
- The first voucher process screen has not changed, but the second voucher screen listing the jurors has changed.
 - The ½ days column has been separated into two columns: ½ days first and ½ days subsequent.
 - The subsequent day rate column is not available until 10/01/2003.
 - Based on current voucher records, the system will determine if the juror should be paid the first day rate, subsequent day rate, or both. Once this second voucher screen is displayed, you may override any of the values.
 - The system will calculate the first day ½ days at the \$12.50 rate and the subsequent day ½ days at the \$20.00 rate.
 - If voucher forms are generated with mileage and ½ days, voucher records will be created in addition to the form printing. This is done so the system can assist in determining the proper rate. **Note:** Courts that pay cash may want to consider this method.
 - Voucher forms will print attendance for both the first day and subsequent day rates.
- When round trip mileage is entered, mileage validation will occur. See Zip Codes on the Maintenance Menu below for more details.

Voucher List (option 10)

- A certification field has been added to the voucher list screen. If desired, certification text can be printed at the bottom of the voucher list by entering a letter code in this field. To establish appropriate certification text, create a new letter using the Letter option on the Maintenance Menu.

Reimbursement Report

At a future date and before the first reimbursement reporting deadline, the system will provide a report of the number of ½ days at the first day rate and subsequent day rate. This information will be used by the court or funding unit to submit to SCAO for juror fee reimbursement. The reimbursement form is available at the website listed on the first page of this software release announcement.

Note: If your court pays jurors with cash using the voucher form generated in advance, the system cannot provide the information necessary for the reimbursement report. Contact JIS for instruction on an alternative method.

Work with Vouchers (option 2): D=Display Details: F6=Add voucher Detail

- This option no longer allows per diem amounts to be added to a voucher because of the need to properly track ½ days of jury service for reimbursement purposes. Mileage and other miscellaneous items can still be added with this option. The only way to pay for per diem is by creating a voucher record in the Voucher Process.

Maintenance Menu

Zip Codes (option 6)

The zip code file provides for optional zip code validation.

- Zip codes within your county or court jurisdiction can be established with valid mileage ranges to reduce the possibility of error when entering round trip mileage. For instance, the zip code in which the courthouse is located may have a valid round trip mileage of 0 to 30. A zip code in the corner of the county may have a valid range of 30 to 60. A maximum mileage for the county or court can be entered using a zip code of 99999, zero as the minimum and the highest possible round trip mileage as the maximum.
- To add a zip code mileage range, press F6 in the Work with Zip Codes screen. Enter the Zip Code, description (city, village name), minimum mileage, maximum mileage, leave the default mileage blank, court location if the mileage is specific to a certain court, and Y for active.
- Courts with a small jurisdiction can establish a default mileage for paying jurors in the Voucher Process. Add the zip code with the default mileage entered. When the Voucher Process to pay jurors is performed, the system will load the default mileage for each juror.

Miscellaneous

- A command has been added to assist in loading the annual jury list. This will allow someone from your IS dept to load the list without needing access to the jury system. Instructions on how to load the jury list will accompany the next jury list in May of 2004.